

 NORFOLK Department of Police	Operational General Order OPR-145: Electronic Reporting System		
	Office of Preparation: Strategic Management Division (nbg)		
	CALEA:	1.3.6, 1.3.7, 41.2.2, 41.2.3	
	VLEPSC:	None	
LEGAL REVIEW DATE:	April 15, 2015	PRESCRIBED DATE:	4/23/15
City Attorney:	Wayne Ringer	City Manager/Director of Public Safety:	Manon Dore
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		[Signature]	

Purpose:

This order establishes procedures for the electronic reporting and documenting of certain police actions and citizen complaints.

Policy:

It is the policy of the Norfolk Police Department that the circumstances requiring the documentation of certain police actions by department personnel will be reported via the Electronic Reporting System (ERS). However, personnel are still governed by the applicable general orders for specific reportable events.

Supersedes:

1. S.O. 14-002: Blue Team Software Program, dated November 20, 2014
2. Any previously-issued directive conflicting with this order
3. PD Form 539: Special Incident Report
4. PD Form 874: Injury to Head, Face, Neck, or Throat
5. PD Form 938: Supervisor's Vehicle Pursuit Form
6. PD Form 009: CED Use Report
7. PD Form 529: Firearms Use Report

Order Contents:

- I. Electronic Reporting System (ERS)
- II. ERS Usage
- III. ERS Categories of Required Reporting

I. Electronic Reporting System (ERS) (CALEA 1.3.7)

- A. ERS is a web-based software program that is used by reporting officers to document certain events. ERS is accessed via a hyperlink located on the Norfolk Police Department's intranet page.
- B. ERS allows reporting officers to forward reports via the chain of command. Each officer in the routing process may send the report back to the reporting officer for corrections, or further up the chain of command for approval. After the report is approved at the highest level, it will be accepted into the department's records management system.
- C. In the event the ERS is unavailable, reporting officers will maintain a written account of the event in question, and will complete the ERS entry as soon as the program is available. In this instance, officers will notify immediate supervisors the ERS system was inoperable and will make available the written account if requested.

II. ERS Usage

- A. Several general orders outline the circumstances which require mandatory reporting. With the exception of the policy change outlined in II. B. below, nothing in this general order affects the circumstances which require an officer to complete these required reports.
- B. In instances where more than one officer engages in a reportable application of force, each officer utilizing force will be required to complete an ERS entry documenting their individual actions.
- C. Nothing in this general order affects the established routing and distribution of reports.

III. ERS Categories of Required Reporting (CALEA 1.3.6, 41.2.2i, 41.2.3e)

- A. Use of Force
 - 1. Physical.
 - 2. Less than Lethal Devices.
 - 3. Firearms Discharge—Intentional use of force.
Reporting includes discharge on or off-duty. Training activities or other lawful firearms usage is excluded.
 - 4. K-9 use.
 - 5. Forcible vehicular stopping and road blocks (exigent circumstances).
- B. Injuries to Prisoners

C. Firearms Discharge—Unintentional or Accidental

D. Forced Entry—into Premises or Auto

To be completed as required by G.O. OPR-150: Forced Entry. In instances of search warrant execution, the supervisor on scene will decide which officer will be responsible for reporting.

E. Strip/Cavity Searches

To be completed as required by G.O. OPR-495: Strip Searches.

F. Vehicle Pursuit Reports

G. Police Motor Vehicle Accidents

1. An FR300 Police Crash Report will no longer be completed for non-reportable (no injuries and less than \$1,500 worth of damages) accidents involving police motor vehicles. However, a PD 621 Crash Exchange Sheet, and a diagram of the accident shall be completed and attached to the ERS report.
2. An FR300 Police Crash Report will continue to be completed for reportable accidents involving police motor vehicles. For reportable accidents involving police motor vehicles, an electronic copy of the FR300 will be attached to the ERS report.

H. Citizen Complaints

Citizen complaints will either be documented through a PD 528 Citizen Complaint Form, or through the ERS Citizen Complaint Report. The decision of which reporting mechanism to use will be at the discretion of the reporting officer.

Related Documents:

1. G.O. ADM-210: Internal Complaints
2. G.O. ADM-220: Disciplinary Procedures
3. G.O. OPR-110: Firearms
4. G.O. OPR-120: Use of Force
5. G.O. OPR-130: Conducted Energy Device (CED)
6. G.O. OPR-140: Special Incident Reports (SI)
7. G.O. OPR-150: Forced Entry
8. G.O. OPR-310: Accident Investigation
9. G.O. OPR-410: Deadly Force Incidents
10. G.O. OPR-495: Strip Searches
11. G.O. OPR-640: K-9 Patrol and explosive Detector Dogs
12. G.O. OPR-710: Operation of Police Vehicles

Attachment:

- A. Electronic Reporting System Procedures

NORFOLK DEPARTMENT OF POLICE



Electronic Reporting System Procedures

The following information serves as a guideline for completing the necessary reports via the Electronic Reporting System as outlined in OPR-120: Use of Force, OPR-140: Special Incidents, and OPR-145: Electronic Reporting System (ERS).

Use of Force: Instances where officers use force on a suspect must be documented by a Use of Force Report in accordance with OPR-120: Use of Force. The officer who initiated the force shall author the report, listing all officers who used force as "**Involved Officers.**" Officers who assisted by using force on the suspect shall complete a set of notes on a word document to be attached by the author before it is forwarded to a supervisor for review. The only exception to this practice will be if a K-9 is used as a type of force not resulting in the death of an individual, in which case the K-9 handler shall author the report and all other involved officers will provide the K9 handler with their notes for inclusion as an attachment.

Discharge of Firearm:

The following situations require an **immediate supervisor** to complete a special incident report via ERS on behalf of the officer:

1. Negligent discharge whether on/off duty
2. Shooting of a vicious animal

The following situations require the **homicide section supervisor** to complete a special incident report via ERS on behalf of the officer:

1. Deployment of a K-9 dog in an incident that results in the death of an individual
2. Intentional discharges in self-defense or in defense of others

Injury to Prisoner – Non PD: When creating an Injury to Prisoner – Non PD Report, select "**Citizen**" for the reporting party. That will allow you to enter the prisoner's name and charges into the report.

PD Accident Report: List the police officer driver as "**Involved**" and any passengers as "**Witnesses.**" Select "**No**" when asked if the officer was at fault. When completing the section labeled "Vehicle Info/Description" provide the year and manufacturer of the emergency vehicle not "marked police cruiser"; the information of the other vehicle involved should not be added in this section. In the section labeled "Vehicle ID" the unit number of the emergency vehicle should be provided instead of the VIN.

*OPS will forward PD Accident Reports to the Traffic Analyst

All electronic reports will follow the following routing:

Officer → Cpl/Sgt → Sector/Unit Lieutenant → XO → CO → Bureau Chief → OPS

Only **one** report is required to document an event in Blue Team. Every officer involved does not do a separate report.